

MONTANA ELEVATOR PROGRAM

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CONTINUING EDUCATION APPLICATION (for Course, Class or Seminar Approval)

NOTE: Incomplete applications will not be processed. All completed applications are reviewed pursuant to Administrative Rule of Montana 24.142.2102. (See Attachment)

PROGRAM: Title: _____

Course Credit Hours: _____

SPONSOR:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Checklist:

1. Attached a copy of the Course Outline: (General description of course including specific code articles referenced)
2. Attach a copy of the Certificate of Completion:
3. Materials/Visual Aids: (List text and references)

4. Cost of Course per candidate: _____
5. Names of Qualified Instructor(s) (Note: Instructors must be approved by course sponsor as being suitable qualified regarding the subject matter the instructor will present):

FOR DEPARTMENT OF LABOR & INDUSTRY (DLI) USE ONLY
DLI Action: _____ Approved _____ Denied

SIGNATURE: _____ Date: _____

(NOTES) _____

Note: An official version of the administrative rules has not been published at this time and is subject to change.

ADMINISTRATIVE RULES OF MONTANA (ARM) 24.142.2102 CONTINUING EDUCATION SPONSORS AND COURSES

(1) The department has the authority to approve continuing education sponsors and courses.

(2) Any person or entity may be a continuing education course sponsor. A sponsor may be a for-profit entity or a not-for-profit entity. As examples, a membership association or an organized labor training program may become a continuing education course sponsor.

(a) An entity wanting to be approved as a continuing education course sponsor must submit to the department a completed application.

(b) A sponsor must keep uniform records, for a period of three years, of attendance of licensees and these records must be available for inspection by the department at its request. Those records must include:

- (i) course title;
- (ii) course topic;
- (iii) course number;
- (iv) course credit hours;
- (v) date of course; and
- (vi) an attendance roster with the individual's license number(s).

(c) Course sponsors are responsible for the security of all attendance records or certificates of completion. Failure to do so constitutes grounds for suspension or revocation of the sponsor's approval.

(3) Continuing education course sponsors seeking course curriculum approval must submit a complete application as prescribed by the department and pay the required fee.

(a) To be approved, the course curriculum must conform to and reflect current standards and requirements governing the operation, construction, installation, alteration, inspection and repair of elevators and other conveyances.

(b) All course approvals expire May 1st of each renewal year.

(c) The department may withdraw its approval of any course if it determines the course material or sponsor is no longer in compliance with the requirements of this rule. If the department withdraws its approval of a course, it will give the sponsor written notification of the withdrawal, specifying the reasons for its decision.

(d) Representatives of the department may attend and monitor approved courses without charge, but without obtaining continuing education course credit.

(4) A course sponsor is responsible for ensuring that instructors are suitably qualified regarding the subject matter the instructor will present.

(5) Course sponsors must provide completion certificates to licensees. Course completion certificates must contain the following:

- (a) course sponsor name;
- (b) course title;
- (c) course number;
- (d) course credit hours; and
- (e) name of person completing the course.

(6) Course sponsors must submit a list of names and license numbers of the attendees to the department as prescribed by the department no later than 30 days after the date of course completion.